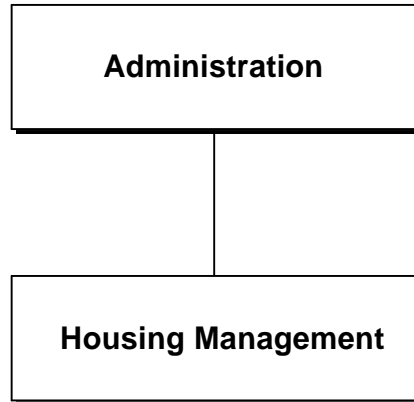


**DEPARTMENT OF HOUSING AND  
COMMUNITY DEVELOPMENT  
FUND 941, FAIRFAX COUNTY RENTAL PROGRAM**



| <i><b>Agency Position Summary</b></i> |                   |   |                          |
|---------------------------------------|-------------------|---|--------------------------|
| 14                                    | Regular Positions | / | 14.0 Regular Staff Years |

***Position Detail Information***

**HOUSING MANAGEMENT**

|      |  |
|------|--|
| 3    | Housing Services Specialists II        |
| 1    | Electrician II                         |
| 1    | Engineering Technician II              |
| 1    | Painter II                             |
| 2    | Painters I                             |
| 1    | Plumber I                              |
| 3    | General Building Maintenance Workers I |
| 1    | Administrative Assistant IV            |
| 1    | Administrative Assistant II            |
| 14   | Positions                              |
| 14.0 | Staff Years                            |

# FUND 941

## FAIRFAX COUNTY RENTAL PROGRAM

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### Agency Mission

To manage affordable rental housing acquired by the Fairfax County Redevelopment and Housing Authority (FCRHA) and to maintain and preserve the units for long term rental availability.

| Agency Summary                   |                    |                                   |                                   |                                      |                                   |
|----------------------------------|--------------------|-----------------------------------|-----------------------------------|--------------------------------------|-----------------------------------|
| Category                         | FY 2002<br>Actual  | FY 2003<br>Adopted<br>Budget Plan | FY 2003<br>Revised<br>Budget Plan | FY 2004<br>Advertised<br>Budget Plan | FY 2004<br>Adopted<br>Budget Plan |
| Authorized Positions/Staff Years |                    |                                   |                                   |                                      |                                   |
| Regular                          | 14/ 14             | 14/ 14                            | 14/ 14                            | 14/ 14                               | 14/ 14                            |
| Expenditures:                    |                    |                                   |                                   |                                      |                                   |
| Personnel Services               | \$864,504          | \$1,017,325                       | \$1,017,325                       | \$1,073,768                          | \$1,071,345                       |
| Operating Expenses               | 1,775,035          | 2,120,327                         | 2,218,399                         | 2,217,865                            | 2,217,865                         |
| Capital Equipment                | 9,951              | 0                                 | 257,334                           | 0                                    | 0                                 |
| <b>Total Expenditures</b>        | <b>\$2,649,490</b> | <b>\$3,137,652</b>                | <b>\$3,493,058</b>                | <b>\$3,291,633</b>                   | <b>\$3,289,210</b>                |

### *Board of Supervisors' Adjustments*

***The following funding adjustments reflect all changes to the FY 2004 Advertised Budget Plan, as approved by the Board of Supervisors on April 28, 2003:***

- ◆ A decrease of \$2,423 reflects reduced funding for the Pay for Performance program. Based on the approved 25 percent reduction, the FY 2004 program will result in reductions in the increases employees will receive based on their performance rating, capping employees to a maximum of 5.25 percent. This adjustment leaves in place the Pay for Performance program in preparation for system redesign for FY 2005.

***The following funding adjustments reflect all approved changes to the FY 2003 Revised Budget Plan from January 1, 2003 through April 21, 2003. Included are all adjustments made as part of the FY 2003 Third Quarter Review:***

- ◆ In order to account for revenues and expenditures in the proper fiscal year, audit adjustments in the amount of \$337.59 have been reflected as an increase to FY 2002 revenues and audit adjustments in the amount \$75,292.63 have been reflected as an increase to FY 2002 expenditures. These adjustments have been included in the FY 2002 Comprehensive Annual Financial Report (CAFR).

# **FUND 941**

## **FAIRFAX COUNTY RENTAL PROGRAM**

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### ***County Executive Proposed FY 2004 Advertised Budget Plan***

#### **Purpose**

The Fairfax County Rental Program (FCRP) is a local rental-housing program developed and managed by the Department of Housing and Community Development (HCD) for the Fairfax County Redevelopment and Housing Authority (FCRHA). The FCRP is designed to provide affordable rental housing in the County for low- and moderate-income families. In addition, the seven Group Home properties provide housing for persons with disabilities in conjunction with the Fairfax-Falls Church Community Services Board (CSB) and the Virginia Housing and Development Authority (VHDA).

In FY 2004, 483 units and a 115-space mobile home park will be supported under the Fairfax County Rental Program for low- to moderate-income residents and 68 beds will be maintained in Group Homes. The FCRP includes projects developed by the FCRHA and other privately developed or rehabilitated housing units acquired by the FCRHA. The privately developed and rehabilitated sites are located throughout Fairfax County, primarily in converted condominium projects.

The operation of this program is primarily supported by tenant rents and County General Fund support in the amount of \$312,476 for condominium fees. In addition, debt service contributions are received from Fund 141, Elderly Housing, to provide support for the debt service costs of Little River Glen, a FCRHA elderly housing development. Accounting procedures require that the debt service for this project be paid out of Fund 941, Fairfax County Rental Program, although the operating costs are reflected in Fund 141, Elderly Housing. Fund 941 is also used to account for debt service payments on three facilities owned by the FCRHA and leased to Fairfax County: the United Communities Ministries (UCM) offices, the replacement Mondloch I emergency shelter (Creighton Square project), and the Gum Springs Head Start offices.

In addition, HCD staff administers the contract between the FCRHA and private firms hired to manage two "stand alone" properties, Hopkins Glen and Cedar Ridge. In FY 2003, it is anticipated that ownership of one of these projects, Cedar Ridge, a 198-unit development in the Hunter Mill District, will be transferred to Reston Interfaith, subsequent to FCRHA and the U.S. Department of Housing and Urban Development (HUD) approval.

#### **FY 2004 Initiatives**

In FY 2004 Fund 941, Fairfax County Rental Program (FCRP), total funding in the amount of \$3,291,633 includes \$2,834,800 for the FCRP Operating Program and \$456,833 for Group Homes. FY 2004 revenue is estimated to be \$3,293,523, or 100.1 percent, of the estimated total expenditures. The FY 2004 cost for Fund 941, Fairfax County Rental Program including Group Homes is \$2,471,618 after adjusting for debt service payments of \$820,015. It should be noted that an additional amount of \$312,476 in General Fund support is included in Agency 38, Department of Housing and Community Development, for homeowners' fees for FCRP units.

# FUND 941

## FAIRFAX COUNTY RENTAL PROGRAM

The following charts summarize the total number of units in the Rental Program and Group Homes in FY 2004 and the projected operating costs associated with the units:

| <u>Project Name</u>                        | <u>Units</u> | <u>FY 2004 Cost</u> | <u>District</u> |
|--|--------------|---------------------|-----------------|
| Chatham Town                               | 10           | \$86,612            | Braddock        |
| Little River Square                        | 45           | 277,235             | Braddock        |
| McLean Hills                               | 25           | 208,285             | Providence      |
| Springfield Green                          | 14           | 115,793             | Lee             |
| Colchester Towne                           | 24           | 178,605             | Lee             |
| Penderbrook                                | 48           | 502,928             | Providence      |
| Island Creek                               | 8            | 49,287              | Lee             |
| Working Singles Housing Program            | 20           | 39,183              | Providence      |
| FCRHA Operating                            | NA           | 189,538             | Various         |
| Woodley Homes Mobile Home Park             | 115          | 367,319             | Mt. Vernon      |
| Cedar Ridge <sup>1</sup>                   | 198          | 0                   | Hunter Mill     |
| Hopkins Glen <sup>1</sup>                  | 91           | 0                   | Providence      |
| United Community Ministries (Debt Service) | NA           | 37,970              | Lee             |
| Creighton Square (Debt Service)            | NA           | 65,000              | Providence      |
| Gum Springs – Head Start (Debt Service)    | NA           | 208,727             | Mt. Vernon      |
| Little River Glen (Debt Service)           | NA           | 508,318             | Braddock        |
| <b>Subtotal FCRP Operating</b>             | <b>598</b>   | <b>\$2,834,800</b>  |                 |

<sup>1</sup> The units at Cedar Ridge and Hopkins Glen are part of the FCRP Program. Both properties are managed and maintained by a private contractor. All funding for these units will be reported by the property management firm and reported to the agency on a regular basis.

The Group Homes program is summarized in the following table including the number of beds and the level of FY 2004 funding:

| <u>Project Name</u>                    | <u>Beds/Units</u> | <u>FY 2004 Cost</u> |
|--|-------------------|---------------------|
| Minerva Fisher Group Home <sup>1</sup> | 12                | \$100,023           |
| Rolling Road Group Home <sup>2</sup>   | 5                 | 39,884              |
| West Ox Group Home <sup>3</sup>        | 19                | 107,138             |
| First Stop Group Home <sup>2</sup>     | 8                 | 70,496              |
| Mount Vernon Group Home <sup>2</sup>   | 8                 | 42,741              |
| Leland Group Home <sup>4</sup>         | 8                 | 54,971              |
| Patrick Street Group Home <sup>2</sup> | 8                 | 41,580              |
| <b>Subtotal Group Homes</b>            | <b>68</b>         | <b>\$456,833</b>    |
| <b>Total Beds/Fund Expenditures</b>    | <b>666</b>        | <b>\$3,291,633</b>  |
| <b>Less: Debt Service</b>              | <b>NA</b>         | <b>(\$820,015)</b>  |
| <b>Total Program Operations</b>        | <b>666</b>        | <b>\$2,471,618</b>  |

<sup>1</sup> Includes all Operating Expenses including utilities.

<sup>2</sup> Includes emergency Operating Expenses and insurance liabilities.

<sup>3</sup> Includes emergency Operating Expenses, ground maintenance, and insurance liabilities.

<sup>4</sup> Includes debt service payments.

# FUND 941

## FAIRFAX COUNTY RENTAL PROGRAM

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### Funding Adjustments

*The following funding adjustments from the FY 2003 Revised Budget Plan are necessary to support the FY 2004 program:*

- ◆ A net increase of \$56,443 in Personnel Services associated with salary adjustments necessary to support the County's compensation program.
- ◆ There are no Capital Equipment requirements for FY 2004, a reduction of \$257,334 due to one-time expenditures carried over from FY 2002 and the allocation for the HVAC replacement at Penderbrook Apartments.

*The following funding adjustments reflect all approved changes in the FY 2003 Revised Budget Plan since passage of the FY 2003 Adopted Budget Plan. Included are all adjustments made as part of the FY 2002 Carryover Review and all other approved changes through December 31, 2002:*

- ◆ In September 2002, subsequent to the *FY 2002 Carryover Review*, an allocation provided \$117,285 for Project 013863, Penderbrook Apartments, for the replacement of the HVAC system. The Virginia Housing and Development Authority will reimburse the FCRHA for the expenses incurred.
- ◆ As part of the *FY 2002 Carryover Review*, the Board of Supervisors approved a total funding increase of \$238,121 including encumbered carryover of \$104,621 and unencumbered carryover of \$133,500 for the replacement of the HVAC system at Penderbrook Apartments. The HVAC replacement will be reimbursed from the Virginia Housing and Development Authority.

# FUND 941

## FAIRFAX COUNTY RENTAL PROGRAM

### FUND STATEMENT

Fund Type H94, Local Rental Housing Program

Fund 941, Fairfax County  
Rental Program

|                                  | FY 2002<br>Actual  | FY 2003<br>Adopted<br>Budget Plan | FY 2003<br>Revised<br>Budget Plan | FY 2004<br>Advertised<br>Budget Plan | FY 2004<br>Adopted<br>Budget Plan |
|----------------------------------|--------------------|-----------------------------------|-----------------------------------|--------------------------------------|-----------------------------------|
| <b>Beginning Balance</b>         | <b>\$981,518</b>   | <b>\$1,796,927</b>                | <b>\$1,147,962</b>                | <b>\$1,097,572</b>                   | <b>\$1,022,617</b>                |
| Revenue:                         |                    |                                   |                                   |                                      |                                   |
| Dwelling Rents                   | \$1,846,902        | \$2,086,195                       | \$2,086,195                       | \$2,200,743                          | \$2,200,743                       |
| Investment Income <sup>1</sup>   | 77,178             | 79,046                            | 79,046                            | 77,007                               | 77,007                            |
| Other Income <sup>1</sup>        | 290,594            | 440,827                           | 691,612                           | 507,455                              | 507,455                           |
| Debt Service Contribution        | 601,260            | 510,860                           | 510,860                           | 508,318                              | 508,318                           |
| Total Revenue                    | \$2,815,934        | \$3,116,928                       | \$3,367,713                       | \$3,293,523                          | \$3,293,523                       |
| <b>Total Available</b>           | <b>\$3,797,452</b> | <b>\$4,913,855</b>                | <b>\$4,515,675</b>                | <b>\$4,391,095</b>                   | <b>\$4,316,140</b>                |
| Expenditures:                    |                    |                                   |                                   |                                      |                                   |
| Personnel Services <sup>1</sup>  | \$864,504          | \$1,017,325                       | \$1,017,325                       | \$1,073,768                          | \$1,071,345                       |
| Operating Expenses <sup>1</sup>  | 1,775,035          | 2,120,327                         | 2,218,399                         | 2,217,865                            | 2,217,865                         |
| Capital Equipment <sup>2</sup>   | 9,951              | 0                                 | 257,334                           | 0                                    | 0                                 |
| Total Expenditures               | \$2,649,490        | \$3,137,652                       | \$3,493,058                       | \$3,291,633                          | \$3,289,210                       |
| <b>Total Disbursements</b>       | <b>\$2,649,490</b> | <b>\$3,137,652</b>                | <b>\$3,493,058</b>                | <b>\$3,291,633</b>                   | <b>\$3,289,210</b>                |
| <b>Ending Balance</b>            | <b>\$1,147,962</b> | <b>\$1,776,203</b>                | <b>\$1,022,617</b>                | <b>\$1,099,462</b>                   | <b>\$1,026,930</b>                |
| Replacement Reserve              | \$639,230          | \$1,192,516                       | \$513,885                         | \$515,775                            | \$443,243                         |
| Cash with Fiscal Agent           | 583,687            | 583,687                           | 583,687                           | 583,687                              | 583,687                           |
| <b>Unreserved Ending Balance</b> | <b>(\$74,955)</b>  | <b>\$0</b>                        | <b>(\$74,955)</b>                 | <b>\$0</b>                           | <b>\$0</b>                        |

<sup>1</sup> In order to account for revenues and expenditures in the proper fiscal year, audit adjustments in the amount of \$337.59 have been reflected as an increase to FY 2002 revenues and audit adjustments in the amount \$75,292.63 have been reflected as an increase to FY 2002 expenditures. These adjustments have been included in the FY 2002 Comprehensive Annual Financial Report (CAFR).

<sup>2</sup> Subsequent to the *FY 2002 Carryover Review*, an allocation provided \$117,285 for Project 013863, Penderbrook Apartments, for the replacement of the HVAC system. The Virginia Housing and Development Authority will reimburse the FCRHA for the expenses incurred.